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MONITORING AND EVALUATION ADVISOR - NDOLA

Job Announcement No. AID-015-16

OPEN TO: All Interested Candidates

POSITION: Monitoring and Evaluation (M&E) Advisor

OPENING DATE: September 12, 2016

CLOSING DATE: September 30, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN-10 (ZMK 260,481.82 p.a. – ZMK400, 540.40 p.a.)

BASIC FUNCTION:

The incumbent will guide partners, tracking progress against performance indicators as part of the USAID Zambia mission's Performance Monitoring Plan and semi-annual and annual portfolio review process. S/he will review program level implementation plans, and track overall progress in improving health status over time. Given that s/he will be closer to the site of implementation, s/he will support the technical staff serving as Agreement or Contracting Officer Representatives (A/COR), as well as implementing partners to ensure that activity work plans and monitoring plans include relevant and effective performance measures.

The M&E Advisor will work closely with Provincial Health Information Officers and other government counterparts at the provincial and district level to ensure optimal coordination, harmonization, and alignment of strategic information processes, activities and systems.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Oversight, Program Management, and Collaboration (30%)

- Work directly with the Ministry of Health (MOH), and other government ministries to strengthen and build capacity for Health M&E activities and programs at provincial and district levels.

- Provide support to implementing partners and government counterparts in the province on their M&E systems; offer advice on possible improvements in methodologies, record-keeping, data verification, and analysis.
- Participate in the development and implementation of capacity building programs, workshops, and other participatory activities that will serve to broaden knowledge and practice of effective M&E of Health programs and related activities at provincial, district, and partner level.
- Working with A/CORs, review performance reports to ensure that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in their work plan and in their contract/agreement with the USAID Health Team.
- Work collaboratively with Provincial and District Health Officers and ensure accurate reflection of the USAID contribution to the provincial results.

Monitoring and Evaluation

(45%)

- In collaboration with the USAID/Zambia Health M&E Team and A/CORs, conduct field visits to monitor the activities of IPs within the province; track progress against program descriptions , implementation plans and annual work plans; recommend action to A/COR for improvement or modifications to address problems, and documents and highlights results
- Conduct Site Improvement through Monitoring Systems (SIMS) visits to monitor capacity at facility, community, and above-site levels to provide high-quality HIV/AIDS services in all program areas. Facilitate the use of these data and quality outcomes to improve services within the province.
- Perform Data Quality Assessments (DQAs) on indicators related to the Health Team and perform routine project monitoring. Work with the Health M&E team and all A/CORs to ensure adequate site visits are taken.
- Develop and maintain a site visit calendar including DQA, SIMS, Environmental Compliance, Monitoring and Mitigation, and additional assessments required to ensure routine project monitoring.
- Provide training on methods used in the collection and use of strategic information and the United States President's Emergency Plan for AIDS Relief (PEPFAR) reporting guidelines to implementing partner staff.

Activity Management

(15%)

- Serve as Activity Manager for cooperative agreements, contracts, and grants associated with M&E, if delegated by the Health Office Chief.

- Provide technical direction for proposals that result in a grant, contract and/or cooperative agreement for SI programs.
- Ensure compliance with PEPFAR, U.S. Global Health Initiative (GHI), and USAID regulations and host government agreements as they relate to the specific mechanisms managed.
- Maintain specific and in-depth knowledge of applicable U.S. Government laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS).

Administrative Management

(10%)

- Maintain files and records in the M&E data collection specific for activities within the province's coverage area and is responsible for data integrity and security of information in the reporting databases.
- Support Health M&E Teams' data entry, analysis and reporting.
- Oversee and coordinate the visits of short-term advisors, evaluators, and other visitors associated with assigned M&E or program area activities.
- Other duties as required and appropriate may be assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

A. Education: A Master's degree in international development, social sciences, public health, health care management or other relevant field with a minor or additional training in epidemiology, statistics, operations research, quality assurance, and/or survey methodology is required.

B. Prior Work Experience: A minimum of five years of relevant experience in program design, implementation and management, of which at least two years should have been in a developing country context and have focused on the development and operation of Monitoring and Evaluation systems.

C. Post Entry Training: Through on-the-job training (formal, informal, and self-taught), the M&E Advisor will become familiar with USAID and U.S. Government M&E systems and requirements of the overall Health portfolio. S/he will obtain a clear understanding of USAID, PEPFAR, President Malaria Initiative (PMI), Saving Mothers, Giving Life (SMGL), GHI, Feed the Future (FTF), and other health initiative policies, procedures and regulations, including the USAID Automated Directives Systems (ADS), Mission Orders, and the Annual planning and reporting databases. Training in USAID activity implementation, auditing, and financial management will be provided as needed.

D. Language Proficiency: Level IV (fluent) written and oral English proficiency is required. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

E. Knowledge: A thorough knowledge of M&E systems development and operation; sound knowledge of HIV/AIDS prevention, care, and treatment in sub-Saharan Africa; and a good understanding of African social, cultural, and political contexts is required.

F. Abilities and Skills: 1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) Demonstrated ability to work effectively within team and interagency environments. 4) Management and analytical skills to strategize, develop, and implement effective USAID-supported Health programs. 5) Financial management and administrative skills to track the performance of implementing partners. 6) Ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 7) Ability to organize and present information and to draft clear, concise documents. 8) Excellent computer skills, including ease in using database, word processing, spreadsheet, and presentation software applications.

POSITION ELEMENTS:

A. Supervision Received: The M&E Advisor is directly supervised by the Senior Technical Advisor. Desired results are outlined in broad terms. Possible alternative approaches to achieve these results may be discussed, but the choice of alternatives is often left to the discretion of the incumbent. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed and resolved as they arise. The M&E Advisor's performance is periodically reviewed with regard to progress toward objectives, soundness, and effectiveness of decisions and actions, and conformance with policies and regulations.

B. Available Guidelines: Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID ADS, PEPFAR, and United States President's Malaria Initiative (PMI) guidelines, Country Operational Plans, Malaria Operational Plans, Health Investment Plan, Country Development Cooperation Strategy, National Health Strategic Plan, Mission Orders and other directives.

C. Exercise of Judgment: The Monitoring and Evaluation Advisor exercises substantial independent judgment in planning, managing, monitoring and evaluating program activities, in reporting results, and in other important aspects of the position. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to

encourage improved Health programs in a sustainable manner. The position requires managing for results in collaboration with a wide range of Zambian government organizations, training institutions, NGOs, FBOs, CBOs, international PVOs, and other international organizations.

D. Nature, level and purpose of Contacts: The M&E Advisor provides professional technical leadership, advice and guidance in health M&E systems that are vital to the achievement of PEPFAR, PMI, SMGL, FTF, and GHI goals and targets in Zambia. S/he is not only a team and implementing partner resource for M&E expertise, but s/he also provides expert technical advice and guidance to USG/FSN staff who manage implementing partners whose primary activities focus on monitoring and evaluation activities, as well as managing other multi-activity cooperative agreements as assigned.

E. Supervision Exercised: None.

F. Time Required to Perform Full Range of Duties: One Year

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position has been classified at FSN-10 levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal **application letter or cover letter**;
2. **A current CV**;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:
EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: Monitoring and Evaluation Advisor - Ndola, AID-015-16

Only short listed candidates will be contacted.